



Job Announcement

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Opening Date:	May 30, 2008	Closing Date:	Open until filled
Job Title:	Law Librarian I	Position Type:	Contractual Full/Part Time (Saturday hours a must)
PIN:	928002	FLSA Status:	Exempt
Location:	Maryland State Law Library Annapolis, Maryland	Salary:	\$19.44 per hour (No State Benefits)

Essential Functions: Provides professional and customized reference/research services to a diverse group of customers including judiciary staff, state officials, members of the legal community, and the general public. Assist library staff on projects related to the preservation of the Library's rare and historic collections. Position will require maintaining and troubleshooting library equipment to include; computers, printers, copiers, and microfilm readers. Candidate will be required to work every Saturday from 9:00a.m. until 4:00p.m.

Education: Bachelor's Degree from an accredited college or university.

Experience: Minimum of three years of prior employment experience with a library or legal reference service.

Note: Master's Degree in Library Science can be substituted for 2 years of the required experience and Juris Doctorate can be substituted for up to 1 year of the required experience.

Preferred: Library preservation experience.

Skills/Abilities: Thorough knowledge of the profession of librarianship, the legal system, and current information technology systems. Knowledge of Maryland Government a plus. Ability to analyze and solve complex legal research/reference queries using both print and electronic sources. Basic knowledge of library preservation practices. Ability to work well with a diverse group of customers and independently on assigned projects. Ability to sit for extended periods of time at a computer or reference desk. Ability to lift up to 20 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxed applications or resumes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.